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Approved For Release 2002/08/15 : CIA-RDP84-00780R000500090019-0

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDIS REGISTRY
FILE: OFM2-1

FROM:

Director of Security

EXTENSION

NO.

DATE

2 MAR 1964

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Support
Room 7D-18

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2 MAR 1964

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Supervision and Security Orientation for
New Employees at Headquarters and
Overseas

REFERENCE : I. G. Report dated 10 October 1963 --
Recommendation 15. b. Therein

1. This memorandum is furnished for information only.
2. Your attention is invited to Recommendation 15. b. of referenced I. G. Report, which reads: "That heads of offices and chiefs of stations and bases be reminded of the need for particular attention to the problems and close supervision of employees new to the Agency."
3. In analyzing Recommendation 15. b. and considering possible methods by which additional emphasis could be given in providing additional supervision and security orientation to new employees, prior to departing on overseas assignment and after arriving overseas, the following action has been taken:

a. A program entitled "Supervisory Responsibility in Maintaining Personnel Security" has been proposed and forwarded to the Deputy Director of Central Intelligence for approval which, if approved, will place additional and specific responsibility on supervisors at all levels to periodically brief employees under their supervision on basic security fundamentals as set forth in current Agency regulatory issuances. The program emphasizes the supervisor's responsibility to the new employee. It [redacted] reminds Chiefs of Stations and Bases of their responsibility in providing briefings and close supervision, particularly to the new employee, who has recently arrived overseas.

b. A detailed study has been completed by the Office of Security on current briefing procedures afforded new employees at Headquarters. The study was conducted for the purpose of determining the feasibility of providing specialized briefings for new employees prior to departing on an overseas assignment. During the study, it was disclosed that for the years 1961 and 1962, [] employees entered-on-duty with the Agency. Of this group, 374 departed for overseas assignment after having been with the Agency less than twelve months. Therefore, the percentage of new employees departing on overseas assignments with less than twelve months service in the Agency is small indeed. These figures do not include Office of Communications personnel.

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4. The study, referred to in subparagraph 3. b., above, revealed that Agency employees receive the following security briefings at Headquarters commencing with their entrance-on-duty:

a. Security Education Program -- consists of nine hours of security briefings conducted in three, three-hour sessions.

b. Reindoctrination Program -- as authorized and directed.

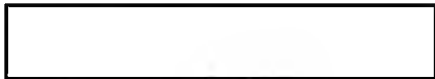
c. Counteraudio Briefing -- provided all employees prior to departure on overseas assignment.

d. EAB (Employee Activity Branch) Individual Briefings -- mandatory briefings provided on an individual basis prior to departure on overseas assignment. (See Attachment -- "Travel Data Sheet, " Form 1987, utilized as a guide by the EAB representative when conducting a briefing).

5. The EAB Individual Briefing is specialized in that it is conducted on an individual basis and the EAB representative, prior to conducting the briefing, has reviewed the employee's security file and noted areas of

specific interest where additional emphasis is required. For instance, a new employee would receive a more detailed briefing than a more senior employee who had a history of several overseas assignments plus TDY travel experience. Likewise, an employee with a background of creditor or other problems would receive a more concentrated briefing in those areas than possibly elsewhere.

6. As a result of the study referred to in subparagraph 3. b., above, instructions have been issued to place additional emphasis on basic security matters with which new employees should be familiar during the Security Education Program and EAB Individual Briefings. With the added emphasis on briefings for new employees in the above programs and the implementation of the program referred to in subparagraph 3. a., above, plus the briefing all employees receive, particularly new employees, on arriving at an overseas post, it is felt that compliance with Recommendation 15. b. of referenced I. G. Report is complete.


R. L. Bannerman
Director of Security

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Attachment:
Travel Briefing Data Sheet,
Form 1987.

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Next 1 Page(s) In Document Exempt

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9 January 1964

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Mr.

Attached is the IG Report on Survey of Personnel Security and Mel's memo dated 12 December 1963. Will you please have the memo brought up to date with respect to the five recommendations on page 9.

I think we should meet with someone in Personnel on Recommendation (a). I know they are doing something in this regard but I am not sure what it is and if it is going to satisfy Mr. Kirkpatrick who is awaiting a comprehensive briefing of supervisors on their total responsibilities. Before being submitted to Mr. Kirkpatrick such a briefing outline is to be approved by Colonel White.

VRT
VRT

20 Jan: Bertha says she has discussed this with VRT and they agreed it still need not come to the top of the pile.

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TRANSMITTAL SLIP		DATE 12/16/63
TO: <i>JML</i>		
ROOM NO.	BUILDING	
REMARKS: <i>Training has been informed of potentialities for an expanded program of Supervisory Training, but no action underway except the money which is not directly related.</i>		
FROM: <i>JML</i>		<i>Return Report</i>
ROOM NO.	BUILDING	EXTENSION

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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445

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21 JAN 1964

MEMORANDUM FOR: Executive Officer

**SUBJECT : Status of Recommendation by the
Inspector General**

1. In accordance with your request of 20 January 1964, the status of recommendations contained in the Inspector General's report of 10 October 1963, relative to the survey of personnel security, is set forth below:

Recommendation 15. a.

"That the Agency initiate a formal program for indoctrination and periodic reindoctrination of supervisory personnel in their responsibility as supervisors -- particularly as regards personnel security."

- a. **Status:** Implementation of Recommendation 15. a. was assigned to the Chief, A&TS by OS Action Memorandum No. 29 on 18 November 1963. The Chief, A&TS responded on 27 November 1963 with a written narrative which is to be included in the new Office of Security reindoctrination program with additional emphasis on the supervisory role in support of personnel security. The implementation of Recommendation 15. a. has been completed as described above.

Recommendation 15. b.

"That heads of offices and chiefs of stations and bases be reminded of the need for particular attention to the problems and close supervision of employees new to the Agency."

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- a. Mr. Bannerman, in commenting on Recommendation 15. b. , suggested that perhaps the above recommendation could be accomplished through (1) the preparation of a Headquarters [] Notice with a limited distribution pointing out supervisory responsibility to employees new to the Agency and requesting Chiefs of Bases and Stations overseas to assure that an EOD briefing procedure for newly arriving employees is in effect; whereby, the employee is fully indoctrinated into local security requirements by a thorough briefing on the realities on that particular post of assignment; and (2) that more control and care be asserted by PSD in the approval of new employees prior to assignment overseas.
- b. The I. G. Recommendation 15. b. and Mr. Bannerman's suggestion (1), as set forth above, are being implemented by the Executive Staff, Office of Security, in the preparation of a cover memorandum with attachments to the Executive Director-Comptroller, recommending that the Deputy Directors provide a verbal briefing at staff conferences for supervisors from the Deputy Director level down to the division and branch levels relative to the supervisor's responsibility in maintaining personnel security. The verbal briefing, referred to above, will be supplemented in Headquarters by a Headquarters regulation []
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Suggestion (2) by Mr. Bannerman was originally assigned to the Deputy Director of Security (PPS) by OS Action Memorandum No. 25 dated 15 November 1963. The Deputy Director of Security (PPS) responded on 25 November 1963 with recommendations for implementing the program. The DDS(PPS) recommended that the security indoctrination of new employees prior to overseas assignment be included in existing programs of the Office of Training with the Office of Security taking a more active role in the various courses being given to people being trained for overseas duty.

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On 10 January 1964, Action Memorandum No. 31 was directed to the Chief, A&TS requesting that he prepare a proposed regulation whereby new employees would receive adequate security briefing and indoctrination at Headquarters prior to departing on an overseas assignment. The Chief, A&TS is presently preparing the above proposed regulation.

Recommendation 13. c.

"That additional impetus be given the program for consolidating sensitive personnel information, particularly as regards input from unofficial files held by the employee's parent component."

- a. In his comment on 31 October 1963, regarding Recommendation 13. c., Mr. Bannerman advised, "no action necessary as we have completed our review."

Recommendation 13. d.

"That a uniform deadline be established within which the supervisor tries to locate a missing employee."

- a. This recommendation was implemented by the Office of Personnel in coordination with the Office of Security in an amendment to [redacted], entitled: "Reporting of Unforeseen Absences." The regulation has been amended to place a four-hour time limitation on the supervisor in which to locate an employee when the employee fails to report for duty at the prescribed time or fails to contact his office and explain his absence, before the supervisor reports the matter to the Office of Personnel and the Office of Security for appropriate action. The amendment to [redacted] has been coordinated and forwarded to the DDS/Regulations Staff for publication.

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11-23/64

Ready for

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publication

according to [redacted]

Recommendation 13. e.

"That uniform procedures be established and followed for controlling private foreign travel upon returning from overseas assignment -- to include a requirement that employees report in by telephone immediately

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upon returning to the States. "

- a. Originally, implementation of Recommendation 15. e. was assigned to the Deputy Director of Security (PPS) by OS Action Memorandum No. 27, dated 15 November 1963. Subsequently, however, when the undersigned was co-ordinating with Mr. [] Office of Personnel/ Regulations Staff, in the amendment to [] implementing Recommendation 15. d. , Mr. [] informed the undersigned that his Office would prepare a proposed regulation or an amendment to an existing regulation in compliance with Recommendation 15. e. In view of this understanding with Mr. [] the DDS(PPS) was relieved of responsibility for implementing Recommendation 15. e. and the Office of Security deferred to the Office of Personnel in view of Mr. [] statement.

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2. The above is furnished for your information.

Signed

[]
Special Assistant, Executive Staff

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12 December 1963

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MEMORANDUM FOR : Mr.

SUBJECT : Responsibilities of DD/S Offices for Recommendations in
Survey of Personnel Security

1. The following are the actions of our offices under their responsibilities:

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a. That the Agency initiate a formal program for indoctrination and periodic reindoctrination of supervisory personnel in their responsibilities as supervisors--particularly as regards personnel security. The Office of Security is including three specific remarks to supervisors in their new Security Reindoctrination Program. The Office of Personnel is preparing an outline of a proposed program for Colonel White's approval.

b. That Heads of Offices and Chiefs of Stations and Bases be reminded of the need for particular attention to the problems and close supervision of employees new to the Agency. The Executive Staff, Office of Security, is reviewing pertinent regulations with a view to updating the "message."

c. That additional impetus be given the program for consolidating sensitive personnel information, particularly as regards input from unofficial files held by the employee's parent component. All components have forwarded their material or certified that they have none.

d. That a uniform deadline be established within which the supervisor tries to locate a missing employee. The Director of Personnel has prepared a proposed revision to , Reporting Unforeseen Absences. (It will be in your office tomorrow with the concurrence of Security.) The revision establishes a time limit (two hours) for an unexplained absence, after which the supervisor must attempt to locate the employee. If the supervisor fails to locate him within four hours after the beginning of the absence, he must report the matter to the Benefits and Counseling Branch through administrative channels.

e. That uniform procedures be established and followed for controlling private foreign travel upon returning

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